

# Adjutant General's Department

3/28/2013

## YOUR DIRECT LINK TO State Vacancies

**POST &/or  
Distribute**

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

| <u>Location</u> | <u>*Open</u> | <u>Position</u>                    | <u>Title</u>  | <u>Department</u>     | <u>Closing Date</u> |
|-----------------|--------------|------------------------------------|---|-----------------------|---------------------|
| Topeka          | 1,2,3        | Unclassified Full-time             | <b>NEW Engineering Technician Senior</b><br><b>190th ANG Civil Engineering</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174196">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174196</a>       | Forbes ANG Topeka     | April 30, 2013      |
| Topeka          | 1,2,3        | Unclassified Full-time             | <b>NEW Environmental Scientist III</b><br><b>KS Division of Emergency Management</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174197">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174197</a> | KDEM Topeka           | April 11, 2013      |
| Ft. Riley       | 1,2,3        | Unclassified Full-time             | <b>Equipment Body Mechanic</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174167">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174167</a>   | RSMS Ft. Riley        | March 31, 2013      |
| Ft. Riley       | 1,2,3        | Unclassified Part-time 999 Hours   | <b>Equipment Body Mechanic – Trades Trainee – 999 Hour Position</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174166">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174166</a>                  | RSMS Ft. Riley        | March 31, 2013      |
| Topeka          | 1,2,3        | Unclassified Part-time (999 Hours) | <b>Resource Protection Officer</b><br><a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172985">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172985</a>   | JFHQ Complex Security | Open Until Filled   |

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Engineering Technician Senior** **190th Air National Guard Civil Engineering, Forbes Field, Topeka, KS**

**Requisition # 174196 – Closes April 30, 2013** - Full time, unclassified with benefits, state position, \$19.16 to \$22.16 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/30/2013.

**Job Description:** Functions as the cartography, mapping and drafting specialist for the 190th Air National Guard Refueling Wing's Civil Engineering Section, as well as a technical project reviewer with some project design/management responsibilities. The primary work involves cartography/mapping by managing the section's GIS program, including the creation of GIS data layers and databases, the creation and maintenance of metadata in FGDC and Geobase formats, the utilization of GPS for projects requiring site survey inputs, and the maintenance of existing GIS layers and databases. Also maintains CIP and geobased products. Additionally, the work includes site planning, drafting, inspections, quality assurance and limited project design/management tasks. This involves preparing and/or reviewing difficult tracings; performing detailed inking and plotting; making a variety of computations including independent cost estimates; detailing final plans for preliminary sketches; interpreting notes from survey crews; utilizing CAD, creative line drawing and/or a symmetric drawing from library or symbols; reviewing information to assist in

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) OR contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

ascertaining correct legal descriptions and ownership records; performing technical reviews and onsite inspections; interacting with Wing requestors of GIS products, staff engineers, A & E firms, vendors and NGB geobase and construction staff; preparing design options for engineers approval; creating final drawings and specs; producing a variety of specialty drawings and maps; and training others in the use of drafting and GIS tools.

**Minimum and Preferred Qualifications:** Requires a minimum of two years of education and/or experience in an undergraduate engineering, engineering technology, or architecture program including or supplemented by, knowledge of basic professional engineering principles and skill in the application of ESRI, Auto CAD, Arc GIS or closely related software programs; normal color vision; ability to safely work at heights up to 70 feet; lift object weighing 50+ pounds; work in strenuous body positions and in extreme temperatures.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174196. The Adjutant General's Department is an Equal Opportunity Employer.

**Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

**NEW Environmental Scientist III**  
**Kansas Division of Emergency Management – Topeka, KS**  
**The Adjutant Generals Department**

**Requisition # 174197 – Closes April 11, 2013** - Full time, unclassified with benefits, state position, \$25.68 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/11/2013.

**Job Description:** Performs facility risk assessments and performs risk management for chemical facilities and gathers the information to compile written and visual data to determine a chemical facility's level of chemical processing operational security and response and provide a base from which to develop comprehensive plans. Responsible for the Spill Reporting Program that involves managing the spill database and ensuring spillers are properly reporting. Collects, analyzes and conducts a systematic review of vulnerability data statewide, with respect to local jurisdictions, critical facilities, and transportation pathways. Employee will compile vulnerability and technical data to incorporate into reports and presentations. Provide extensive environmental expertise to support assigned environmental projects through application of professional knowledge and skill in technical environmental practices, processes and techniques. Employee also serves as a Staff Duty officer for technological hazards and natural hazards.

**Minimum and Preferred Qualifications:** Requires a bachelor's degree in environmental or natural sciences/resources and two years of experience in a field of environmental science or natural science/resources. Prefer a master's degree in environmental or natural sciences/resources. Also prefer education or training in conducting Vulnerability Assessments. Otherwise, employee will be required to take Vulnerability Assessment Training within the first year. Employee will be required to take hazardous materials Technician Level training during the first year on the job. Employee will also need to complete training on federal regulations and programs through a certified training institute.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174197. The Adjutant General's Department is an Equal Opportunity Employer.

**Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

## **Equipment Body Mechanic I Readiness Sustainment Maintenance Site, Ft. Riley, KS**

**Requisition # 174167 – Closes March 31, 2013** - Full time, unclassified with benefits, state position, \$15.03 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 3/31/2013.

**Job Description:** Measures, marks, cuts and stacks materials for products. Selects stock as per the welder or Equipment Body Mechanics Instructions, and places it in the work area. Employee assists by clamping, holding, lifting or positioning materials for welding or repair. Places welding machines and equipment near the work location. Rolls and unrolls hoses, and cables. Employee performs routing maintenance and repair on equipment as needed. Employee prepares metal surfaces for painting or repairs and uses grinders, sanders, media blast machines and chemical cleaners. Operates spray equipment and cleans after use. Applies primers, preparations and paints various types.

**Minimum and Preferred Qualifications:** Requires experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours may be substituted for one (1) month experience, maximum substitution of 1 year experience.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174167. The Adjutant General's Department is an Equal Opportunity Employer.

**Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

### **Equipment Body Mechanic – Trades Trainee – Part Time, 999 Hours Readiness Sustainment Maintenance Site, Ft. Riley, KS**

**Requisition # 174166 – Closes March 31, 2013** - Part time, unclassified (No Benefits), state position, \$12.35 per hour. This position is a 999 hour position which means the employee can work no more than 999 hours in a one year timeframe. Readiness Sustainment Maintenance Site normal work hours are scheduled Monday thru Friday between 6:00 a.m. to 3:00 p.m. All application must be received by the closing date of 3/31/2013.

**Job Description:** Trainee assists with welding tasks, performs routine maintenance and repair on equipment, and prepares surfaces for paint and/or repair. Applies primer and performs minor body repairs. Employee also operates grinders, sanders, spray equipment and hand/power tools.

**Minimum and Preferred Qualifications:** Prefer some background in auto body repair, metal shop or welding desired but not mandatory.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174166. The Adjutant General's Department is an Equal Opportunity Employer.

#### **Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

### **Resource Protection Officer – 999 Hour Position Joint Forces Headquarters Complex Security, Topeka, KS**

**Requisition # 172985 – Open until Filled.** Position is a temporary 999 hours per year position, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**Minimum and Preferred Qualifications:** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172985. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.